



BAMANPUKUR HUMAYUN KABIR MAHAVIDYALAYA  
NAAC ACCREDITED  
AFFILIATED TO WEST BENGAL STATE UNIVERSITY  
RECOGNISED BY THE UGC UNDER 2(F) AND 12B

POLICY DOCUMENTS ON  
**LIBRARY**

COMPILED BY : **SUKANYA MALLIK (LIBRARIAN)**

BAMANPUKUR, NORTH 24 PARGANAS  
2022

## **LIBRARY RULES AND REGULATIONS**

- Students have to make library card with Rs. 200/- from office and that will be valid for one year. A fine of Rs.20/- will be charged for duplicate library card (if card is lost). Loss of library card must be reported to the librarian immediately with an application and a copy is to be submitted in the office from where card is being issued.
- Students can issue two (2) books of different subjects at a time for 10 days against their book issue cards. They can reissue the book for another 10 days if he/she submits the book on time (no fine) with proper condition and if there is no demand for that book. Students can take two books for reading purposes by signing in respective register and submitting their library card to the librarian. Those books can not be taken outside the library and have to be submitted within 4 p.m. on the same day failing which a fine of Rs.50/- per book will be charged.
- Teachers can issue five (5) books of different subjects at a time for 15 days against their book issue cards. They can reissue the book for another 15 days if he/she submits the book on time (no fine) with proper condition and if there is no demand for that book.
- Other college staff can issue three (3) books of different subjects at a time for 15 days against their book issue cards.
- Fine of Rs.1/- will be charged for each book per day if the submission date is failed.
- Books once issued, can't be returned on the same day.
- Accession no. and condition of the book have to be checked at the time of issuing. At the time of return if book is found lost, damaged or in defaced condition, borrowers have to replace that with new book. If book is not available in the market then the cost of the book have to be paid.
- Students have to keep their belongings in the baggage counter to enter in the stack area and reading room.

- If any document in the library is found in damaged condition, students must inform that to the librarian immediately or else they will be responsible to replace those documents.
- Any kind of reference books, journals, periodicals, newspapers and maps are not allowed to issue for home.
- Library clearances are most important which will not be issued without library card and without submissions of these students are not allowed to appear in the exam (admit cards will not be issued as well).
- Library cards are not transferable.
- Complete discipline and silence should be maintained in the library. Gossiping, spitting, sleeping and using phones will be treated as cases of misconduct and librarian may take necessary step if needed.
- Students are not allowed to use teachers' reading zones.

## **LIBRARY COMMITTEE**

There shall be a Library Committee Consisting of Principal as Chairman and Librarian as Convenor. Faculty and Non-teaching Staff members will also be the member of the Committee. Student member will also be there.

## **LIBRARY TIMINGS**

<b>PARTICULARS</b>	<b>DAYS</b>	
	<b>MONDAY - FRIDAY</b>	<b>SATURDAY</b>
<b>Opening and closing timings</b>	10.30 a.m. – 5.00 p.m.	10.30 a.m. - 4 p.m.
<b>Book selections and submission of requisitions</b>	11.00 a.m. – 1.00 p.m.	11.30 a.m. – 12.30 a.m.
<b>Book issue timings</b>	1.30 p.m. – 3.30 p.m.	1 p.m. – 2 p.m.

<b>Book return timings</b>	11.00 a.m. – 1.00p.m.	11.30a.m. – 12.30 a.m.
<b>Reading room timings</b>	11.30 a.m. – 4p.m.	11.30 a.m. to 3p.m.

## **DAY OF BOOK ISSUE**

- For honours students: Monday, Wednesday & Friday
- For general students : Tuesday, Thursday & Saturday

## **DAY OF BOOK RETURN**

Any working day at the scheduled time.

## **MEMBERSHIP**

The membership of college library is open to the faculties, students and non-teaching staff of the college. The reading facilities are provided to the ex-employees, ex-students and research scholars of the college with the special permission of college authority.

## **FACILITIES OR SERVICES**

### **1. LENDING:**

All the library members can borrow books from the library by using their library card. Students can issue 2 books, faculties can issue 5 books and NTS can issue 3 books at a time. Library card is mandatory for all to issue books.

### **2. READING ROOM**

College library has a huge reading room with perfect ambience. Students can take two books for reading purposes by signing in respective register and submitting their library card to the librarian. Those books can not be taken outside the library and have to be submitted within 4 p.m. on the same day failing which a fine of Rs.50/- per book will be charged. There is a separate reading corner for the faculty members.

### **3. OPEN ACCESS**

Open access system allows the members to go to the racks directly and helps to choose the required book as per their needs.

#### **4. SCOPE TO USE INTERNET**

College library has proper internet facilities. Members of the library may use the computer for browsing the world wide information on his/her specific topic through e-learning centre.

#### **5. OPAC**

We have introduced Online Public Access Cataloguing (OPAC) system for the sake of the users.

#### **6. REFERENCE SERVICES**

Reference services are provided to the library members during the library hours.

#### **7. REFERRAL SERVICE**

The college library also provides referral service to the members of the library as per their needs.

#### **8. NEWSPAPER CLIPPINGS**

A register is being maintained of newspaper clippings related to the current important topics and local area news. This will help the library members (especially students) for their current and future benefits.

#### **9. NEW ARRIVALS:**

A separate notice board is maintained to display the information on new arrivals of the library.

#### **10. INFORMATION ON SPECIAL DAY**

A board is arranged to display information on special days for the sake of users.

## 11. CAREER GUIDANCE CELL

Books related to different competitive exams and current events, news on career or services and such other documents are available for consultation only in the reading room.

College library subscribes the following documents:

- Employment news
- Karmasansthan (in Bengali)
- Peshaprabesh (in Bengali)
- Yojona (in Bengali)

## 12. REPOSITORY

Library maintains the repository of current and previous years' question papers and assignments of all departments.

## 13. CELEBRATION OF LIBRARY DAY

Library day is one of our best practices which are organized by the respective teachers of each department with the collaboration of college librarian. The data regarding the "library day observation" is maintained properly.

## 14. INFLIBNET

We are planning to introduce Inflibnet asap.

## RECORD OF THE DOCUMENTS IN LIBRARY

### TOTAL NO. OF BOOKS

SERIAL	SUBJECT	TOTAL NO.OF	REMARKS(if any)
--------	---------	-------------	-----------------

NO.	BOOKS	
1	ABTHROPOLOGY	
2	ARABIC	125
3	BENGALI	600
4	DEFENCE STUDIES	205
5	EDUCATION	880
6	ENGLISH	550
7	ENVIRONMENTAL SCIENCE	66
8	GEOGRAPHY	780
9	HISTORY	
10	HUMAN DEVELOPMENT	
11	HUMAN RIGHTS	
12	PHILOSOPHY	310
13	POLITICAL SCIENCE	160
14	REFERENCE BOOKS	250
15	SANSKRIT	1000
16	SOCIOLOGY	250
17	MISCELLANEOUS	
18	New books	520

**NOTE:**

Books have been counted manually. All the figures are noted as in approx. the counting is done excluding the books which have been issued by the members , kept in departmental “Book bank”, donated books and lost books.

### **LIST OF SUBSCRIBED JOURNALS**

College library has the lifetime subscription of the following journals:

- Ebong Musaira
- Tattva o prayog
- Bulletin of Ramkrishna Mission

- Mainstream
- Socialist perspective

## LIST OF NEWSPAPERS

College library keeps the following newspaper:

The Statesman

## LIST OF DOCUMENTS ON CAREER GUIDANCE:

Library subscribes the following for the students to help in their career guidance:

- Karmakhetra (in Bengali)
- All India Appointment Gazette
- Yojona (in Bengali)

Periodicals and institutions of which life time subscription will be within Rs.5000

- Journal of Literature & Aesthetics
- Indian Sociological Society
- Indian Journal of Psychology and Education. (for ten years.: Rs.4000/-)
- Frontier Weekly Magazine on social political issues